



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	E	Residential Placement	2-6-2006
Subchapter:	5	Settings	
Issuance:	300	Residential Camp Payments	

Payment Approval Criteria 2-6-2006

Children in out-of-home placement and children in their own homes may benefit from a residential camp experience. CP&P must utilize camp placements which are free or paid for from other sources whenever possible. When residential camp is considered appropriate for a child by his Worker and Supervisor, and it cannot be obtained without cost, the Local Office Manager may approve payment. A Special Approval Request, CP&P Form [16-76](#), must be completed by the Worker indicating that the following criteria are met.

1. The camp experience must be compatible with the long-range case plan for the child. Circumstances in which camp may be appropriate include, but are not limited to:
 - a situation where residential camp placement is not in conflict with the treatment plan for abuse or neglect; this may include a child in resource family care where camp is necessary to help deal with explicit residual effects of a former abusive/neglectful home situation;
 - a child with a developmental or a physical disability requiring a structured camp experience to provide necessary stimulation/treatment;
 - a child in residential care where camp is not provided by the school as part of the treatment plan, but where residential camp placement is necessary as the child has no other appropriate living arrangement for the summer.
2. The camp's release form is signed as follows:
 - If the child is in his own home, the legal parent or guardian must be notified of, and agree to, the plan by signing the camp's release form.

- If CP&P has custody of the child under a Title 9 or Title 30 court order, the office may approve the plan. Should the parent or guardian, upon notification, object to the plan, the Worker and Supervisor must determine whether the parent's objections outweigh the child's need for this experience.

Note: Circumstances surrounding signing or not signing of the release form must be documented in the case record.

3. Any New Jersey or out-of-state camp used must be approved by the Area Office. (The Area Office verifies that the camp is approved by the NJ Department of Health.)

Note: Check with the Area Office for a copy of the Northeast Regional Edition of the Parent's Guide to accredited camps.

4. The cost of all residential camp placements must not exceed the current year's dollar allotment for each Local Office. In order to control the use of the camp allocation, the Local Office Manager may use the following procedure:
 - It is suggested that each spring the Office accepts requests for camp utilizing the Special Approval Request, CP&P Form [16-76](#), up to a cut-off date well in advance of the camp season. Based on the camp allocation and number of applications, the Office will be able to approve placements for those who appear to be in the greatest need.
5. Any additional procedures which may be established by the Area Director must be followed.
6. Legally responsible relatives must be evaluated for support purposes when CP&P is providing residential camp to non-CPS children, except when this service is being provided to keep the family together. See [CP&P-IX-F-1-225](#), Support Services.

Special Payment Arrangements - Boarding Foster Home 6-26-87

When a child attends camp from a boarding foster home and will return to the same boarding placement, the full board rate is paid to the foster parent for the first 4 weeks the child is in camp. If the camp stay exceeds 4 weeks, board to the foster home is terminated until the child returns.

Special Payment Arrangements - Residential School Facility 6-26-87

When a child attends camp from a residential school facility and will return to that facility, the full board rate will be paid for the first 14 days the child is in camp. If the camp stay exceeds 14 days, board to the facility is terminated.

When a child attends a camp which is part of or run by a residential school he is already attending, attendance at the camp may be approved by the Local Office Manager and considered as a continuation of that placement and the funds need not be taken from the camp allocation. The Office must ensure that the camp program is specifically mentioned in the residential facility contract. When the child leaves camp, adjust payments in NJS, as appropriate.

Procedures Related to Payment for Residential Camp - Child Placed from a Free Placement 6-26-87

RESPONSIBILITY	ACTION REQUIRED
Worker/Assistant Supervisor	1. Determine that a child living in a free placement is appropriate for camp placement.
Worker	2. Document on the Special Approval Request, CP&P Form 16-76 , that the child's situation meets all criteria for camp payment.
Worker/Supervisor	3. Submit the Special Approval Request, including documentation for approval, to the Local Office Manager.
L.O. Manager	4. Review Special Approval Request and approve or disapprove payment for camp.
Worker	5. If placement is approved, arrange for camp placement through the camp coordinator in the Office, or Area Office, according to procedures established for the region.

Procedures Related to Payment for Residential Camp - Child Placed from a Boarding Foster Home 6-26-87

RESPONSIBILITY	ACTION REQUIRED
Worker/Assistant Supervisor	1. Determine that a child in a boarding foster home placement is appropriate for camp placement.
Worker	2. Document on the Special Approval Request, CP&P Form 16-76 , that the child's situation meets all criteria for camp payment.
Worker/Assistant Supervisor/L.O. Manager	3. Submit a Special Approval Request to LO Manager.
	4. Review Special Approval Request and approve or disapprove payment for camp.
Worker	5. If placement is approved, arrange for camp placement through the camp coordinator in the Office or Area Office, according to procedures established for the region.
	6. Complete and submit a Client Service Invoice, CP&P Form K-100 , indicating the days the camp provided

	service.
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Procedures Related to Payment for Residential Camp - Child Placed from a 10-Month Boarding Residential Facility 6-26-87

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Determine that a child in a boarding residential facility is appropriate for camp placement.
Worker	2. Document on the Special Approval Request, CP&P Form 16-76 , that the child's situation meets all criteria for camp payments.
Worker/Supervisor	3. Submit a Special Approval Request to Local Office Manager.
L.O. Manager	4. Review Special Approval Request and approve or disapprove payment for camp.
Worker	5. If placement is approved, arrange for camp placement through the camp coordinator in the Office or Area Office, according to procedures established for the region.
	6. Terminate the board payment to the residential facility effective the camp placement date, if the child is not returning to that facility.
	7. Terminate the board payment to the residential facility 14 days after the child's camp placement, if the child returns to the same residential facility.
	8. Complete and submit a Client Service Invoice, CP&P Form K-100 , indicating the days the camp provided services.

Placed from a 12 Month Boarding Residential Facility Whereby Camp is Part of the Contract 6-26-87

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. No special payment approval procedures are required if a child attends residential camp which is part of the residential facility he is already attending.
	2. Complete and submit a Client Service Invoice, CP&P Form K-100 , indicating the days the camp provided services.